



# Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

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www.highlandsrec.ca.gov

*"Where Family Traditions Begin"*

## APPLICATION FOR USE OF REC CENTER FACILITIES

Date of requested use \_\_\_\_\_ Day of the week \_\_\_\_\_

Hours requested \_\_\_\_\_ to \_\_\_\_\_ Total hours \_\_\_\_\_

Request made by: Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Organization Represented (if applicable): \_\_\_\_\_

Purpose \_\_\_\_\_

Maximum number of persons to attend: \_\_\_\_\_

Facilities Requested (circle the appropriate area/s):

**Pool Gym Kitchen Social Rm Multipurpose Rm Other\*** \_\_\_\_\_

### **Chairs & Tables:**

# of chairs needed \_\_\_\_\_ #available 100

# of tables needed \_\_\_\_\_ # available 28 (6 ft. tables)

**Will alcoholic beverages be served? (not permitted for pool rentals) \_\_\_\_ Yes \_\_\_\_ No**

Responsible adults available to assist the Rec. Center staff in an emergency or to maintain orderly behavior (at least three with phone number):

1.\* \_\_\_\_\_ 2\* \_\_\_\_\_

3.\* \_\_\_\_\_ 4\* \_\_\_\_\_

It is the responsibility of these individuals to identify themselves to the Rec. Center Staff upon arrival and to advise the staff upon their departure from the premises. **This application for Use of Rec. Center Facilities must be signed, indicating that the information supplied by applicant is correct and that applicant has received and understands the Rules and Regulations for the use of recreation facilities.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## **HIGHLANDS RECREATION DISTRICT AGREEMENT, WAIVER, AND RELEASE**

User agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorney's fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the Districts' facilities. User agrees to defend, indemnify and hold harmless the District, its officers, agents, employees, and volunteers against any and all such claims, demands, causes of actions, suits and expenses, arising out of or resulting from its use of the District's facilities.

I also agree to name the Highlands Recreation District as an additional insured on my homeowner's policy for the period of time of facility use.

I understand the conditions and regulations and hereby represent that I will be present at the facility during its use and agree to use due care to ensure that said regulations are enforced while the facility is in use. I further realize the ramifications of failure to abide by the policies and/or permit requirements.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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### FOR DISTRICT USE ONLY:

1. Pool \$ \_\_\_\_\_  
2. Gym \$ \_\_\_\_\_  
3. Social Room \$ \_\_\_\_\_  
4. Kitchen \$ \_\_\_\_\_  
5. BBQ Grill \$ \_\_\_\_\_  
6. Tables/Chairs \$ \_\_\_\_\_  
7. Other \$ \_\_\_\_\_

8. Supervisor \$ \_\_\_\_\_  
9. Lifeguard \$ \_\_\_\_\_  
10. Deputy \$ \_\_\_\_\_  
11. Liq. Surcharge \$ \_\_\_\_\_  
12. TOTAL FEE \$ \_\_\_\_\_  
13. DEPOSIT \$ \_\_\_\_\_  
14. BALANCE DUE \$ \_\_\_\_\_

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## APPLICATION PROCESS

1. The General Manager and/or the Recreation Supervisor must approve all applications.
2. Individuals or groups may request use of Rec. Center facilities. Groups must be organized and non-discriminatory.
3. Applications are issued to adults only. There must be two adults for each 20 minors present, otherwise specified by the General Manager. Children must be supervised by an adult at all times. This includes the grounds and building.
4. At least one member of the Rec. Center Staff may be on the premises during use, unless otherwise specified by the General Manager and/or Recreation Supervisor. Pool rental requires the presence of lifeguards. The number of lifeguards needed will be determined by the Aquatics Supervisor and is based on the number of guests and type of rental.
5. The Recreation District reserves the right to have its representatives enter any functions for the purpose of inspection to ascertain that all regulations are being complied with.
6. If your application waives the requirement to have a supervisor present, user is responsible for locking all doors and windows, turning off all inside lights, the stove and the oven, and closing the refrigerator door tightly.
7. The General Manager and/or the Recreation Supervisor must approve plans for decorations at the time the application is granted and prior to installation. Only fireproof and fire retardant materials may be used. Decorations must be removed before the group leaves.
8. The Highlands Recreation District reserves the right to refuse rental or use to groups or individuals who have previously used the facility and left it in poor condition. In the event that the reserved room(s) needed for District use or maintenance, the Highlands Recreation Center reserves the right to reschedule, relocate or deny a request previously approved. In this event, the group or individual will be given as much advanced notice as possible and a full refund.
9. When scheduling an event time, please remember that set-up and clean-up must be conducted and completed within the hours of the contractual rental agreement. ***No rental can be greater than 8 hours unless approved by General Manager/Recreation Super.***

## Deposit

1. A cleaning/damage deposit is required to hold the date of the rental. The deposit will be refunded provided the facility is left in a clean and presentable condition as determined by District staff and there is no damage, breakage and/or missing Rec. equipment or supplies. The individual or group granted use of the facility shall be held responsible for payment of any damage to or loss of Recreation District property, as well as the cost of any special clean up required after their use. Any damage or service charges will be billed as soon as possible after the event and the remainder of the deposit returned along with a statement of charges.
2. If the charges exceed the deposit, the Facility User will be required to pay additional fees to cover the balance.
3. Deposit will be lost if our staff feels it is necessary to call in the Sheriff to re-establish order.
4. Deposits will be mailed to the facility users six to eight weeks following the event, assuming no damages or additional fees were incurred.

## Insurance

5. A Certificate of Insurance with the **Highlands Recreation District** listed as additionally insured with an endorsement on the certificate is also required. The Certificate of Insurance can be acquired from the renter's homeowners insurance or through the District for an additional fee.

## Alcohol

1. Liquor, including beer and wine may be served only with advance permission by the General Manager and/or Recreation Supervisor. If alcohol is served the General Manager and/ or the Recreation Supervisor may require additional staff to be present. All alcohol must be removed from the premises immediately upon completion of the event. This includes all bottles, opened or not and all glasses or containers in which liquor has been served. No liquor is to be delivered to the premises until immediately prior to the event and is at no time to be left unattended. **Alcoholic beverages are not permitted in the pool area, playground, sports court and grass area.**
2. Alcoholic beverages may be neither sold nor served to or by individuals under (21) twenty-one years of age.

### General Rules

1. Facility capacity must be adhered to:

Social Room	42 persons Maximum
Gym	132 persons Maximum
Pool	215 persons Maximum
Multipurpose Room	75 persons Maximum

2. User must remove all personal property at the conclusion of the rental. The District cannot accept responsibility for loss of personal property.

3. Smoking is not permitted on Recreation Center grounds.

4. Fighting or other unruly conduct will not be tolerated and will result in immediate termination of an event without refund. The District Code of Conduct needs to be followed at all times.

5. Children must be supervised at all times and remain in the rented area.

6. Any set up and cleanup of chairs, tables, or other equipment is to be done by the user.

7. Nails, tacks, pins, staples, scotch tape, masking tape, or any other items that put holes in or removes paint from the walls or ceilings are strictly forbidden. Painter's tape (blue tape that can be purchased at a local hardware or paint store) can be used to hang decorations, providing that it is removed after event.

8. Open flames are not permitted. All candles must be encased in a glass votive candleholder with the flame at least one inch below the glass.

9. Helium balloons are not permitted in the Gym or Social Room.

10. Kitchen utensils or the refrigerator are not available for rental use. Cutting on the counters is not permitted.

11. Clean up after activity MUST include the following if applicable:

- a. Wipe tables and chairs clean.
- b. Return tables and chairs to storage room in appropriate places.
- c. Clean kitchen if used.
- d. Empty garbage cans and remove trash to parking lot dumpster.
- e. Sweep floors.
- f. Mop floors.
- g. Pick up paper in bathrooms.

12. The gym lights are controlled from the light switches located inside the social room double/doors.

13. If music is used during the event, it must be turned down after 9 p.m. Sunday through Thursday and by 10 p.m. on Friday and Saturday. **Initial** \_\_\_\_\_

14. If your rental is planning to have a DJ or live band the rules below must be followed:

a. The volume must not exceed 50 decibels.

b. If a subwoofer is used it must not exceed 500 watts.

c. If there are complaints from the surrounding neighbors or supervisor of the event the subwoofer will need to be turned off. **Initial** \_\_\_\_\_

15. Any rental that involves a DJ or live band will need to have the music off by 10 pm. And must exit the building with full clean up taking place by 11 p.m. **No Exceptions.**

16. No storage is permitted either before or after the event. All items, including catering and rental supplies must be removed the day of the event. The Highlands Recreation District accepts no responsibility for any items left behind.

#### **Rental Fees and Deposits**

1. Hourly fee includes one supervisor, tables, and chairs. Full payment & insurance is due one week before the rental. The deposit is required to reserve the rental.

2. The Facility User will be billed at a rate of one and one half times the hourly rate for any unreserved time used. This fee will not be prorated for portions of an hour used.

#### **Rental Fee**

<b>Rental Fees</b>	<b>Gym</b>	<b>Social Rm</b>	<b>Multipurpose Rm</b>	<b>Kitchen</b>	<b>Pool</b>
	>50/<50	>50/<50	>50/<50		>50/<50
Highlands Res.	\$45/\$55 hr.	\$35/\$45 hr.	\$40/50 hr.	\$10 hr.	\$120/\$130 hr.
CSA 1 Res.	\$55/\$65 hr.	\$45/\$55 hr.	\$50/60 hr.	\$15 hr.	\$130/\$140 hr.
Non-Res.	\$100/\$115 hr	\$90/\$105 hr.	\$95/110 hr.	\$20 hr.	\$150/\$165 hr.

**\*All fees are hourly rates with a minimum of 2 hours**

#### **Deposit**

	<b>With Alcohol</b>	<b>Without Alcohol</b>
Highlands Res.	\$350.00	\$250.00
CSA 1 Res.	\$350.00	\$250.00
Non-Res.	\$400.00	\$300.00